



**State of Michigan**  
**Department of Information Technology**  
**POLICIES AND PROCEDURE MANUAL**

TYPE  
**Policy/Procedure**

NUMBER  
**100.06**

PAGE  
**1 of 1**

SUBJECT

**Payment for Organizational Memberships**

EFFECTIVE DATE

**1/15/03**

**Policy**

The Department of Information Technology (DIT) encourages membership in organizations whose purpose is directly related to the specific goals and objectives of the Department.

**General Information**

As a general rule, the Department may utilize State funds for agency memberships. Individual memberships are encouraged but will not be paid from State funds unless required as part of an approved position description. The individual membership must specifically relate to a preponderance of the required duties in the current position.

It should be noted that the Director of Administration has the right to suspend payment for individual memberships due to budgetary constraints.

**Procedure**

1. Requests for all new or renewal of existing memberships should be submitted to the Bureau Director for approval. A written justification must be provided which clearly and satisfactorily demonstrates the benefits to the Department resulting from the membership.
2. If approved, the Bureau Director forwards justification to the Director of Administration.
3. Upon approval of the Director of Administration, the worksite will process payment utilizing appropriate procurement procedures.

**Reference**

N/A

**Contact**

Any questions or concerns regarding this policy should be directed to DIT Administration at (517) 241-9277.